



Time Off Request

Use a separate form for each time off request.

Name:		Today's Date: ____/____/____
Title/Position:	Supervisor:	

Date(s) requested off: ____/____/____ through ____/____/____

Type of Absence:

☐ Paid Vacation: _____ hrs.

☐ Paid Float: _____ hrs.

☐ Unpaid Time Off Is this a Leave of Absence? If so, please see the Administrator.

Reason for Request:	
---------------------	--

Administrator Approval:

☐ Approved

☐ Not Approved

Reason/Comments:	
------------------	--

X

Administrator Signature

X

Office Manager Signature (when entered into schedule)